PURCHASE CREDIT CARD PROGRAM APPLICATION
This is **not** the *JP Morgan Chase (JPMC)* Travel card.

The credit card is issued by name to a Government employee, the **Cardholder (CH). THE CH IS THE ONLY ONE WHO CAN USE THE CARD.** The CH is delegated a single purchase limit (SPL) that cannot exceed $3,000 and a 30-day dollar limit of $50,000. A single purchase may be for multiple items, but total purchase amount cannot exceed the SPL. The monthly limit is the dollar limit of purchases a cardholder can make in a calendar month. The CH is responsible for documenting purchases, reconciling monthly statements, and resolving disputes. The **Approving Official (AO)** is the cardholder's immediate or higher level supervisor or, if acceptable to the Procurement Officer, another appropriate supervisor higher in grade than the cardholder responsible for monitoring CH activity to ensure that purchases are *allowable commodities*, approving the CH's monthly statement, and resolving any misuse of the card by the CH.

CHs and AOs are required to take two Web-based courses. The first is "NASA Purchase Card Program" that covers the rules and regulations of the program, and the second is "Bankcard Purchases and Desktop Receiving" that covers the P-Card system. The training is accessed through SATERN as follows:

NASA Purchase Card Program
1. Log into SATERN at <https://satern.nasa.gov>.
2. Select "Catalog" and choose "Browse Catalog**.**"
3. Select "Business Management/Administration," then scroll down and select **"NASA Purchase Card Program,"** or search by course title.
4. Select "Launch Content."

Bankcard Purchases and Desktop Receiving
1. Select "Catalog" and choose "Browse Catalog."
2. Select "NEACC."
3. Scoll down and Select "**NEACC1035 Bankcard Purchases and Desktop Receiving,**" or search by course title.
4. Select "Launch Content."

Print Certificate of Completion
1. Select "Learning."
2. Select "Learning History" and print certificate.

To apply, send this completed credit card application and copies of the two "Certificates of Completion" to the Center/Agency Program Coordinator (CAPC), Allison K. Sandt. **You are also required to complete an application in the NASA Identity and Access Management Tools system at** <https://idmax.nasa.gov/idm/user/login.jsp>.   **Select "IEM00500 Bankcard" as the choice.** Please note you will not receive your credit card until all documentation is received and the IDMAX application has been received by the CAPC.

NOMINATION for GOVERNMENT PURCHASE CREDIT CARD for SMALL PURCHASES (not for travel expenses)

Cardholder (CH): _____ Extension: _____ Org. Code: _____
First name, middle initial, last name

Job Title: _____

E-mail: _____ Building: _____ Room: _____

MSFC Badge No.: _____ Unique Identifier No. (x500 ID): _____ UUPIC: _____
https://webdir.nasa.gov/

Approving Official (CH's Supervisor): _____
First name, middle initial, last name

E-mail: _____ Extension: _____ Org. Code: _____

Alternate Approving Official (Alt. AO): _____
First name, middle initial, last name

E-mail: _____ Extension: _____ Org. Code: _____

APPROVED BY Cardholder's SUPERVISOR: _____ Date: _____
Signature

MSFC: Send to Allison K. Sandt, PS14, Building 4202, Room 205A, or scan and e-mail to:allison.k.sandt@nasa.gov

PURCHASE Credit Card Coordinator: MSFC-Allison K. Sandt, x4-2286; Alternate: Teresa Manning (DFS), x4-5851.